



**GUAM NATIONAL GUARD - HUMAN RESOURCES OFFICE
TECHNICIAN VACANCY ANNOUNCEMENT**

VACANCY ANNOUNCEMENT #

TVA 13-011

OPEN PERIOD:

02/08/13 – 03/04/13

JOB TITLE:

Administrative Officer

PAY GRADE AND SERIES:

GS-0341-7/9

PAY RANGE POTENTIAL:

\$38,790 – \$61,678 + COLA

POSITION LOCATION:

105th Troop Command
Barrigada, Guam

APPOINTMENT TYPE: INDEFINITE W/ DUAL STATUS

Indefinite employees are temporary in nature but without a time limit. An indefinite appointment does not confer permanent status. Benefits are the same as a permanent technician with the exception of tenure (indefinite appointees do not serve a trial period). Indefinite employees pay into the retirement system, receive annual, sick, and military leave, and are eligible to participate in the health and life insurance programs.

PDCN #:

D1175000

PROJECTED APPOINTMENT DATE: TBD

SECURITY CLEARANCE:

SECRET

AREA OF CONSIDERATION: In-state – Open to current members of the Guam Army National Guard

MILITARY GRADE: Officer, O1-O3

COMPATIBLE MOS/CMF: Branch Immaterial or Predominate AOC or Branch of the Organization

This position is located in at 105th Troop Command of the Army national Guard (ARNG). The purpose of this position is to serve as an advisor in the areas of legal, medical, personnel and logistical operations.

SPECIAL PLACEMENT AND POSITION FACTORS:

Payment of Permanent Change of Station (PCS): Not Authorized

Subject to Night and/or Rotating Shifts: No

Position Requires Travel: Some, 1 to 5 days

Military Attributes: Yes

Applicants will be screened and evaluated on military attributes directly related to the compatible military position required for appointment. Areas include military bearing and appearance, leadership, teamwork, military environment and fitness, awards and decorations. These areas will be evaluated as it relates to the whole person concept. Final selection will be based on qualification, military attributes, and suitability and the best qualified individual for appointment to the federal government.

National Guard service may be credited as full-time experience when evaluated against the qualification requirements for a military technician position. Experience must be directly related to the position and must be described in the work experience section of the application. The level of experience will be determined by the actual duties and responsibilities performed.

MANDATORY CONDITIONS OF EMPLOYMENT:

Must qualify for appropriate level of security clearance required for the position.

Must maintain a compatible military unit of assignment and grade.

Must wear appropriate military uniform and adhere to required grooming standards.

Must undergo Military records prescreening. Unfavorable actions or Military flagging actions may result in disqualification from employment consideration.

Acceptance of a Federal Excepted technician position may cause termination from the Selected Reserve Incentive Program (BONUS).

JOB RELATED QUALIFICATIONS and EVALUATION: Applicant must clearly identify minimum requirements, specialized job related experience and number of months. Include your civilian and military experience in separate experience blocks to include duty codes, pay grades and description of major duty assignments. If your resume does not include a narrative description of how you meet the GENERAL and SPECIALIZED experiences, you may lose consideration for this position.

GENERAL: Plans, organizes, manages and administers the personnel programs and logistics functions for the organization. Oversees and ensures the accomplishment of work performed in the areas of personnel management, administration and public relations. Provides oversight for and consolidates unit level feeder reports. Analyzes and/or prepares the personnel reporting areas of the unit level organizational readiness reports. Reviews legal documentation and provides recommendations for appropriate actions and/or forwards to higher headquarters. Ensures the completion of military personnel evaluation reports. Assists in the preparation for and executes command level inspection in the area of personnel and administration. Develops and implements tactical standard operating procedures for personnel and logistics.

Administrative Officer, GS-0341-09, Specialized: Must have 24 months of specialized experience keeping abreast and ensuring the implementation of new policy statements, regulations and directives issued by higher headquarters concerning administrative, supply and personnel activities. Revising assignments or detailing employees to other duties as necessary to meet changing work situations, deadlines or priorities. Analyzing the personnel portion of the organizational readiness report to determine critical needs and priorities for the strength management program. Providing guidance to staff officers, commanders and full time employees in policy and procedure changes concerning areas of strength management.

Administrative Officer, GS-0341-07, Specialized: Must have 12 months specialized experience in the same knowledge, skills, abilities and personal characteristics as indicated for the GS-9.

KNOWLEDGE, SKILL, AND ABILITIES (KSA's): The following knowledge, skills, and/or abilities will be considered in the evaluation process. Although it is not mandatory to provide a separate KSA statement, your resume must reflect how you meet the requirements of the following factors. This will allow rating officials to consider your qualifications to their fullest extent.

1. Basic knowledge of the EPMS and health service support; familiar with officer promotion and command level inspection regulations.
2. Ability to effectively communicate both orally and in writing.
3. Knowledge of recruiting and retention policies and procedures for both commissioned and enlisted personnel.
4. General knowledge of the flow of information from higher headquarters in the personnel arena (state and federal).
5. Familiar with Unit Manning Reports (UMRs), Table of Distribution and Allowances (TDAs), Mobilization Table of Equipment (MTOEs).
6. Able to gain access to the Medical Operational Data System (MODS) Modules. General knowledge of medical terminology and DA and DD medical forms.
7. Ability to manage subordinate personnel.

HOW TO APPLY:

1. Read entire announcement and follow ALL guidance/directions. If you have ANY questions, please call the HRO office.
2. Submit a current resume. Please only list experience related to the position you are applying for. IT IS CRITICAL THAT YOU LIST THE TO AND FROM DATES (MM/YY) OF YOUR EXPERIENCE.
**Note: Complete and accurate data is essential to ensure fair evaluation of candidates. It is the applicant's responsibility to ensure the data is provided, accurate, and complete. Only the work experience and qualifications/education you show on the Resume can be used to evaluate your qualifications for this position.
3. Attach any required documents (see Required Documents below).
4. Submit application package to the Guam National Guard – HRO Office. No binders or bound documents please.

REQUIRED DOCUMENTS (Application Packet):

- Current Resume (**mandatory**)
- OF 306 Declaration for Federal Employment (**mandatory**)
- SF 144 Statement of Prior Federal Service (**mandatory**)
- Personnel Qualification Report/Record for Individual Performance (PQR/RIP) (**mandatory**)
- Transcripts, if applicable. **College/Vocational school transcripts MUST be submitted in order to receive credit for education.** (Copies are acceptable)
- SF 181, Ethnicity and Race Identification Form (optional)
- Miscellaneous Items (i.e., Flight Records, Bar Certification, IT Certificates, Driver Weight Class), if applicable
- SF-50/DD214-Member copy (Current or Former Competitive Employees, VEOA Eligible), if applicable

GOVERNMENT FORMS ARE AVAILABLE AT: www.opm.gov/forms/

ALL APPLICATIONS MUST BE MAILED OR HAND CARRIED TO THE HUMAN RESOURCES OFFICE (HRO) BY CLOSE OF BUSINESS ON THE CLOSING DATE INDICATED ABOVE.

**Guam National Guard - Joint Force Headquarters
Human Resources Office
430 Army Drive, Building 300, Room 113
Barrigada, Guam 96913-4421**

Applications must arrive by close of business (1630 UTC/GMT+10) on the closing date. Applications postmarked on the closing date will be considered late and will not be accepted. The Human Resources Office will not accept applications that are mailed at government expense or forwarded through and internal mail system. Faxed applications will not be accepted. Electronic applications are only accepted for those employees who are mobilized. Applications or resumes without a current return email will not be considered. Errors or insufficient information may affect your eligibility to be minimally qualified. Applications will not be returned. Please make a copy prior to submitting it to the HRO.

Upon receipt, the Human Resource Office will review your application packet to determine if it meets the minimum Qualifications, Eligibility, Requirements and the Area of consideration. The eligibility you receive is based on your application and supporting documents that you provide. Please follow all instructions carefully.

**VETERANS PREFERENCE DOES NOT APPLY-SELECTIVE SERVICE REGISTRATION REQUIRED
THE GUAM NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER**